

TENNESSEE LICENSING REQUIREMENTS

IMPORTANT: All Documents Must be Originals or Certified Copies. No Faxes or Photocopies. ✓ = REQUIRED FOR TYPE OF LICENSE:		Temporary Driver License	Temporary Photo-ID	Driver License	Photo ID
		<i>TDL</i>	<i>TID</i>	<i>DL or CDL</i>	<i>ID</i>
● PROOF OF U.S. CITIZENSHIP OR LAWFUL PERMANENT RESIDENT EXAMPLE: U.S. Birth Certificate, U.S. Passport, I-551 / Permanent resident card, etc.				✓	✓
● PROOF OF TEMPORARY LEGAL PRESENCE EXAMPLE: Conditional Resident Alien Card (I-551), Temporary Resident Identification Card (I-688), Employment Authorization Card(I-766), Valid Foreign Passport with Visa & Valid I-94, etc.		✓	✓		
● PRIMARY PROOF OF IDENTITY EXAMPLE: Certified Birth Certificate, Military ID Card, Passport, Valid Driver License Or ID Card Issued By Another State, etc.		✓	✓	✓	✓
● SECONDARY PROOF OF IDENTITY EXAMPLE: SSN Card, Work ID, Voter Registration Card, School ID, etc.		✓	✓	✓	✓
● PROOF OF ANY NAME CHANGES IF DIFFERENT THAN PRIMARY ID EXAMPLE: Certified Marriage Certificate, Divorce Decree, Certified Court Order, etc.		✓	✓	✓	✓
● TWO PROOFS OF TENNESSEE RESIDENCY WITH YOUR NAME AND RESIDENT ADDRESS – NO P.O. BOXES(CURRENT=FROM LAST 4 MONTHS) EXAMPLE: Utility Bills, Vehicle Registration/Title, Bank Statement, LES Statement, etc.		✓	✓	✓	✓
● SOCIAL SECURITY NUMBER* EXAMPLE: SSN Card, Paycheck stub with SS# AND Name, IRS Forms, etc. *SSN Affidavit may be signed IF no SSN yet assigned by the U.S. Government		✓	✓	✓	✓
<i>If under eighteen (18) years of age you will also need:</i>					
● TEENAGE AFFIDAVIT/FINANCIAL RESPONSIBILITY If guardian or step-parent is not shown on birth certificate will need proof of relationship such as custody or adoption papers, or marriage certificate if step-parent is signing.		✓	✓	✓	✓
● PROOF OF SCHOOL ATTENDANCE / PROGRESS State Form SF1010 completed and signed by School Principal or Guidance Teacher within past 30 days – OR – letterhead statement from out-of-state or private schools, clearly stating student is not truant and is successfully progressing in the majority of scheduled classes – SIGNED AND DATED WITHIN PAST 30 DAYS.		✓		✓	
● CERTIFICATION OF 50 HOURS BEHIND THE WHEEL DRIVING EXPERIENCE (SF-1256) – after holding learner permit for six months.		✓		✓	
<i>If applying for or currently holding a Commercial Driver License (CDL) you may also need:</i>					
● VALID DOT MEDICAL CARD				✓	
● SOCIAL SECURITY NUMBER: <i>Federal regulations require CDL holders to have an SSN. The SSN Affidavit is NOT allowed when applying for a commercial license.</i>				✓	
● FORM 2-C FOR PUBLIC SCHOOL BUS DRIVERS – OR – SCHOOL LETTER FOR PRIVATE SCHOOL BUS DRIVERS.				✓	

Please Note

A Detailed List of Acceptable Documents is available at www.tennessee.gov/safety and in the Tennessee Driver Handbook and Driver License Study Guide. Remember to study the handbook to prepare for the required tests. All questions on the tests come directly from the handbook.





Chapter 2 **APPLYING FOR YOUR LICENSE**

The checklist and overview on page 7 will provide you with a handy reference guide to the various documents and forms needed for obtaining a Tennessee issued driver license or identification document. Please be sure to review the entire chapter to become familiar with the requirements and items acceptable by the examiner. Tennessee has intensive identification requirements for all applicants including new and returning residents as well as Tennesseans needing to renew an existing license, certificate or identification.

If you have moved from out of state, your valid driver license from your former state can be used to prove your identity. The out-of-state driver license cannot be used to prove U.S. Citizenship or Lawful Permanent Resident status. Because identification and citizenship documentation requirements are very specific, it is very important that you read through these requirements carefully to avoid unnecessary trips to a Driver License Station.

What Do You Need To Bring?

To protect your identity and to reduce the potential for fraud, we must determine that you are “who you say you are.” This is why you must bring positive proof of your name and date of birth. The proof must be original or certified documents, not photocopies.

If your current name is different from the one shown on these documents, you must show all of the links between your name currently on file and the name you want to have shown. Each link must be supported by original, certified legal documents. **We cannot accept name changes through the mail.**

Proof of Identity

The Driver License Examiner will require positive proof of date of birth and identification of any person applying for any class of driver license (or CFD) or photo identification license. Review Table 2.1 on page 9. The Examiner will ask for two (2) items of proof as follows:

- ORIGINAL applicants must have at least one item from the Primary Identification list. The second item may be from the Secondary Identification list or another item from the Primary Identification list.
- Applicants for DUPLICATES or RENEWAL of an existing Tennessee DL/ID must provide 2 items from either list.
- NEW RESIDENTS must surrender their license from their former state -OR- provide the same two (2) items of proof as required of an ORIGINAL applicant.
- CHANGE OF NAME: Applicants will need proof (such as an original certified court order, marriage certificate, divorce decree, etc.) of **name** changes when any of the primary or secondary identification documents listed below have a name different than the applicant’s current name.

Proof of Tennessee Residency

The Driver License Examiner will require positive proof of Tennessee residency for the following applicants:

- ORIGINAL applicants for a first time ID, CFD, permit or license of any class.
- NEW RESIDENT applicants for an ID, CFD, permit or license of any class.
- RETURNING RESIDENT applicants for an ID, CFD, permit or license of any class (even when the applicant may have previously held a Tennessee ID or license before moving out of state).

Proof of residency requires applicants to provide two documents from the lists shown in the Acceptable Proof of Residency chart on page 10. Both documents can be from List A or they can be a combination of one from List A and one from List B. Documents listed are valid for residency proof as long as the documents contain the following information:

1. The applicant’s name - OR -
2. The name of the applicant’s spouse, if the applicant has a spouse (proof of relationship will be required if this type of proof is used) - OR -
3. If the applicant is a minor, the name of a parent or legal guardian (proof of relationship will be required if this type of proof is used)
4. The Tennessee residence address used on the application for ID, CFD, permit or license of any class. Most items in List B will NOT have the address but are still acceptable.
5. Documents must be originals; **no photocopies or facsimile (FAX) copies can be accepted.**

NOTE: Proof of relationship can be established with a certified marriage certificate or a birth certificate (the long-form).

Social Security Numbers

Tennessee law requires the Social Security number for all applications where the U.S. Government has issued the applicant a Social Security number. The department maintains this information on each applicant’s record. You may choose whether or not to have it printed on your license.

Tennessee has a computer link with the Social Security Administration, so most applicants will not have to present proof of the Social Security number. This link will return a message indicating that the number matches (or not). If the Social Security number provided fails to match with the computer records, the Examiner will ask for proof of the number from the applicant. Some documents the Examiner can use as proof are listed below. These documents used for proving the Social Security number may also serve as the second document to prove identity.

- An original Social Security card
- The Internal Revenue Service W-2 Wage and Tax Statement form



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Primary Identification

Acceptable primary identification includes but is not limited to original or certified documents with full name and date of birth, such as the following items:

Table: 2.1

Document	Notes
<ul style="list-style-type: none"> U.S. photo driver license or photo ID card or license from another country. Photo document must be issued by state or federal agency. Original or Certified Birth Certificate 	May also include photo learner permits - Licenses not issued in English, must be translated and accompanied by a Certificate of Accurate Translation —or— a valid International Driving Permit.
<ul style="list-style-type: none"> Military Identification 	Active Duty, Retiree or Reservist military ID card Discharge papers Military Dependent ID card
<ul style="list-style-type: none"> Passport (Valid) 	Passports, not issued in English, must be translated and accompanied by a Certificate of Accurate Translation. Passports are not acceptable if expired.
<ul style="list-style-type: none"> Immigration Naturalization Service documentation 	<i>Certificate of Naturalization</i> N-550, N-570, N-578 <i>Certificate of Citizenship</i> N-560, N-561, N-645 Northern Mariana Card, American Indian Card U.S. Citizen Identification Card (I-179, I-197) Temporary Resident Identification Card (I-688) <i>Travel Documents</i> - Record of Arrival and Departure (I-94) I-551 U.S. Re-entry Permit (I-327) Employment Authorization card (I-688A, I-688-B, I-766) <i>Refugee I-94</i> Record of Arrival and Departure stamped "Refugee", not likely to be in a foreign passport Refugee Travel Document (I-571)
<ul style="list-style-type: none"> Marriage Certificate 	Must include the applicant's full name and date of birth. The certificate must be the copy that is registered AFTER the marriage; NOT just the "license" authorizing the union.
<ul style="list-style-type: none"> Federal Census Record 	Must include the applicant's full name and date of birth (age)
<ul style="list-style-type: none"> Applicant's Own Child's Birth Certificate 	Must include the applicant's full name and date of birth (age)
<ul style="list-style-type: none"> Adoptive Decree 	Must include the applicant's full name and date of birth
<ul style="list-style-type: none"> Legal Change of Name (Divorce, etc.) 	As recorded in court decree with judge's original signature and/or official court seal
<ul style="list-style-type: none"> Any confirmation of date of birth in court of law 	As recorded in court document(s) with judge's original signature and/or official court seal

Any other documentary evidence which confirms to the satisfaction of the Department the true identity and date of birth of the applicant.

Secondary Identification

Document	Notes
<ul style="list-style-type: none"> Computerized Check Stubs 	Must include the applicant's full name pre-printed on the stub.
<ul style="list-style-type: none"> Union Membership Cards 	Must include the applicant's full name
<ul style="list-style-type: none"> Work IDs 	Preferably with photo
<ul style="list-style-type: none"> Financial Institution Documents 	Computer printouts of bank statements, savings account statements, loan documents, etc.
<ul style="list-style-type: none"> Social Security Documents 	SS Card (original only not metal or plastic replicas), printout, benefits statements, etc.
<ul style="list-style-type: none"> Health Insurance card 	TennCare, Medicaid, Medicare, etc.
<ul style="list-style-type: none"> IRS / state tax form 	W2 Forms, Property tax receipts, etc.
<ul style="list-style-type: none"> Military Records 	Assignment orders, selective service cards, Leave & Earnings Statement, etc.

- A computer generated payroll check (check stub) or bank statement with your Social Security Number on it.
- Health insurance card with both name and Social Security number

If You Have Never Been Issued a Social Security Number

Applicants who have never been issued a Social Security number may sign a sworn affidavit to that effect. This affidavit is available at any Driver License Station and must be signed in the presence of a Driver License Examiner or Notary



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Proof of Tennessee Residency

Documents must show the residence used for the application and the applicant's name (or name of the applicant's parent, guardian or spouse)

Table: 2.2

Two Documents From List A Showing residence address used on application and your name, or name of your parent, guardian or spouse	OR	One Document From List A and One Document From List B
LIST A <ul style="list-style-type: none">• Current utility bill including telephone, electric, water, gas, cable, etc. (Must include postmarked envelope bill was mailed in) Initial Deposit Receipt is NOT acceptable.• Current bank statement (not checks)• Current rental/Mortgage contract fully signed and executed or receipt including deed of sale for property• Current employer verification including paycheck / check stub, work ID or badge, etc.• Current automobile, life or health insurance policy (not wallet cards)• Current driver license or ID issued by the State of Tennessee to a parent, legal guardian or spouse of applicant (proof of relationship required)• Current Tennessee motor vehicle registration• Current Tennessee voter registration• Current IRS tax reporting W-2 Form• Receipt for personal property or real estate taxes paid within the last year• In case of student enrolled in public or private school in this state, student may provide a photo student ID and acceptable documentation that student lives on campus.		LIST B <ul style="list-style-type: none">• Individual Taxpayer Identification Number (ITIN) issued by the IRS• Form I-94 issued to the applicant by the Immigration and Naturalization Service (INS)• Employment authorization document (E.A.D.) issued to the applicant by the INS• I-551 issued to the applicant by the INS

REMEMBER — NO PHOTOCOPIES

Public. By signing this affidavit, the applicant attests, under the penalty of perjury, that no Social Security number has ever been issued to him/her by the U.S. Government. This affidavit allows the Department of Safety to process the application without the requirement of the Social Security Number.

Proof of U.S. Citizenship or Lawful Permanent Residency

Proof of U.S. Citizenship or Lawful Permanent Residency is required to obtain a Tennessee driver license or Identification Only License. (See Table 2.3.) Documentation that they are either a U.S. Citizen or a Lawful Permanent Resident (LPR) must be provided by the following:

- First-time applicants;
- New and returning Tennessee residents;
- Applicants reinstating a driver license after being revoked, suspended or cancelled (regardless of when the license was issued); or
- Anyone issued a Tennessee driver license or photo identification license since January 1, 2001 who is renewing for the first time.

If an applicant is unable to provide the required proof or only has "temporary" immigration status he/she will NOT be eligible for a driver license or identification only license.

However, the applicant may be eligible for a Certificate for Driving (CFD) if Temporary Legal Presence (TLP) or temporary resident status can be proven. One or more of the following documents may provide the necessary proof:

- Conditional Resident Alien Card (I-551)
- Temporary Resident Identification Card (I-688)
- Employment Authorization Card (I-766)
- Valid Foreign Passport with Visa and I-94 Arrival/Departure Record

The above documents usually have expiration date(s) for immigration status. These dates are important in issuing CFD licenses.

REMEMBER: To receive a Certificate for Driving, in addition to establishing Temporary Legal Presence/temporary resident status, all Tennessee's driver license examinations/requirements for operation of Class D and/or Class M vehicles must be met.

License Fees At A Glance

Tennessee licenses expire every five years on the driver's birthday evenly divisible by five (age 30, 35, 40 . . . 55, 60, 65, etc.). To get new license holders on the "Drive for Five" cycle, your first license may be for a shorter or longer period than five years. If so, fees will be pro-rated. Everyone pays the



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Table: 2.3

Acceptable documents proving an applicant is a U.S. citizen or a lawful permanent resident include, but are not limited to, the following:

- Official Birth Certificate issued by a U.S. state, jurisdiction or territory (Puerto Rico, U.S. Virgin Islands, Northern Mariana Islands, American Samoa, Swain's Island, Guam);
- U.S. Government-issued Certified Birth Certificate;
- U.S. Certificate of Birth Abroad (DS-1350 or FS-545);
- Report of Birth Abroad of a Citizen of the U.S. (FS-240);
- Valid or expired U.S. Passport;
- Certificate of Citizenship (N560 or N561);
- Certificate of Naturalization (N550, N570 or N578);
- Unexpired U.S. Active Duty/Retiree/Reservist Military ID Card (DOD DD-2);
- U.S. Citizen Identification Card (I-197, I-179);
- INS I-551 Permanent Resident Alien Card;
- Foreign passport stamped by the U.S. Government indicating that the holder has been "Processed for I-551";
- Permanent resident Re-entry Permit (I-327);
- Temporary I-551 stamp on Form I-94 Arrival/Departure Record, with photograph of the applicant;
- U.S. Department of Reception and Placement Program Assurance Form (Refugee) and I-94 stamped refugee;
- Form I-94 Record of Arrival and Departure stamped Asylee; Parolee, refugee, asylum, HP (humanitarian parolee or PIP (public interest parolee)).

same fees per year for each license. The fees shown on Page 12 (Table 2.4) as "standard fees" are calculated for a 5-year license and include an application fee.

Your actual fees may vary slightly depending upon your age at the time of applying. The actual fee and number of years issued will be determined by the age you are within 6 months of (i.e. $21 + 3$ months = 21st birthday issue for 4 years, or $21 + 8$ months = 22nd birthday issue for 3 years)

Certificate For Driving (CFD) Fees At A Glance

The Certificate for Driving (CFD) is NOT issued on the same schedule as a driver license. A CFD will generally be issued for only one (1) year from the date of issuance, unless the applicant provides immigration documentation with a valid expiration date of more than one year. In those cases the expiration date should coincide with the expiration date of the immigration documents up to a maximum term of five (5) years.

The fees for a Certificate for Driving (CFD) are fixed rates that do not change with the length of time the CFD is issued. The cost for a Certificate for Driving will be \$19.50 regardless of the type issued (TD, TPD, etc.) or whether issued for one year, two years or the maximum of five years.

Additional fees applied to the CFD cost the same as with a license. For example a minor applying for a GDL Certificate for Driving will pay the additional \$5.00 GDL fee at the applicable levels for a total of \$24.50.

If getting a CFD for a motorcycle the additional \$1.00 motorcycle fee will apply for a total of \$20.50 for TM. Also if the applicant is getting a CFD for two types there is a charge for each type plus any applicable additional fees (for example \$38.00 for a Class-Type TDM).

Other Applicants

New Residents

People who move to Tennessee must obtain a Tennessee driver license no later than **thirty days (30)** after establishing residency. After passing the required tests, they must surrender all out-of-state driver licenses. Tennessee law does not allow a resident to hold more than one valid license or ID.

If the new resident presents an out-of-state driver license that has not expired, only the vision test is required, unless otherwise deemed necessary by the Examiner. However, if the license expired more than six months from the application date, all tests are required. New residents must also provide items for proof of residency and citizenship (see Table 2.3).

Military Personnel

If a person holds a valid Tennessee license and is in or enters into the United States armed forces, that license shall remain valid as long as the person remains on active duty, and is based outside this state. Members of the National Guard and family members of military personnel are not eligible for this provision.

While on active duty and stationed outside of Tennessee, the military person may have a "Code 30" placed on the license to indicate that the license does not expire. To add this code, bring a copy of your military orders to the driver license station and pay the appropriate fees.

Note: after you have been honorably discharged or separated from the military, or reassigned to a duty station back in Tennessee, you have **sixty (60)** days following the date of separation on the DD214 form to renew your license without any penalty or added tests. Former military personnel who do NOT have an honorable discharge must take the full set of tests and pay all applicable late fees in order to renew the license.



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Table: 2.4

License Class (standard 5-year cycle)	License Fees	Minimum Age	Certificate Fees	CFD Type (standard 1-year cycle*)
D - Operator	\$19.50	16	\$19.50	TD - Class D Vehicle
D w/For Hire	\$22.00	18	N/a	N/a
Adding For Hire	\$4.50	18	N/a	N/a
PD - Learner Permit (over age 18)	\$5.50 (1 yr)	18	\$19.50 (1 yr)	TPD - Class D Permit (over age 18)
PD - Learner Permit (under age 18)	\$10.50 (1yr)	15	\$24.50 (1 yr)	TPD - Class D Permit (under age 18)
H - Hardship	\$9.00	14	\$19.50	TH - Hardship
ID Only	\$5.00	Under 18	N/a	N/a
ID Only	9.50	Over 18	N/a	N/a
M-Motorcycle	\$20.50	14	\$20.50	TM - Class M Vehicle
DM - Operator & Motorcycle	\$38.00	16	\$38.00	TDM - Class D & M Vehicles
Class A	\$46.00	21	N/a	N/a
Class B or C	\$41.00	21	N/a	N/a
1st Duplicate - D or M	\$8.00	—	\$19.50	1st Duplicate - D or M
2nd or subsequent Duplicate - D or M	\$12.00	—	\$19.50	2nd or subsequent Duplicate - D or M
1st Duplicate - CDL	\$12.00	—	N/a	N/a
2nd or subsequent Duplicate - CDL	\$16.00	—	N/a	N/a
Intermediate Restricted - D	\$24.50	16	\$24.50	Intermediate Restricted - TD
Intermediate Unrestricted - D	\$2.00	17	\$2.00	Intermediate Unrestricted - TD
“Graduating” to Class D	\$8.00	18	\$19.50	“Graduating” to Class TD

*Certificate cycle could extend up to maximum of 5 years based on validity of immigration documents presented.

Frequently Asked Questions

Q: How Do I Replace a Lost License?

If your driver license or learner permit is ever lost, stolen or destroyed, you may obtain a duplicate by applying at any driver license station, or you can visit our website (www.tennessee.gov/safety/to see if you are eligible to apply for a duplicate on-line. If you must apply in person, you will need to present proper identification, and pay the appropriate fee. The fee may vary depending upon the number of duplicates applied for during the current renewal cycle of your license.

Q: How Do I Renew My License?

The department mails every driver a courtesy renewal notice four to six weeks before his/her license expires. **Read your renewal notice carefully.** The notice explains several ways to renew a driver license.

- If you have a current valid photo license, you may renew by mail, or on-line through our website (www.tennessee.gov).
- If you renewed by mail or internet on your last renewal, or have certain types of licenses, your renewal notice will direct you to go to your nearest driver license station to have a new photograph made.
- If you are 60 years old or older and choose to have a non-photo license, you may obtain this by mail or internet. You will be sent a new non-photo license to replace your old license.

Don't Let Your License Expire.

No matter how you renew, the important thing is to do so before your license expires. If you let 30 days go by after your expiration date, there will be a five-dollar late fee. After six months, the late fee doubles to \$10.00. If you let five years go by without renewing, not only will you have to pay the \$10.00 late fee, you will also have to pass vision, knowledge, and skills test.

These are not “grace periods.” **When your license expires, you are no longer entitled to drive**, and will be subject to the same penalties as someone who has never been licensed. It is your responsibility to maintain the validity of your license.

If you do not receive a renewal notice, you may simply take your current license to any driver license station. The renewal notice itself is not necessary for you to be able to renew your license.

Q: How Do I Change My Address?

It is important to notify the Department of Safety if your address changes. If your residence address changes (even though you may not have moved) you are required by state law to notify the Department of Safety within **ten (10) days** of this change. Notifying the post office of an address change will not provide the information to us. By failing to notify us, you could miss the renewal date of your license, or other important correspondence from the Department of Safety.



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The law does not require the address to be changed on your actual license, just on our files. If you want to have your record updated, write to us and give us your name (as it appears on your license), driver license number, date-of-birth, and Social Security number. You may do this by letter, by picking up a change-of-address form at any driver license station, or on-line via our website.

If you want a new license issued that reflects this change, you may go to a driver license station, pay the appropriate fees, and have a new license issued or you may visit our website at www.tennessee.gov/safety/ and apply for a duplicate with the new address on-line.

When giving us your new address, remember that by law, your license must show your legal resident address: a house, and/or apartment number and the street or a route and box number. The city along with the correct zip code is also required. A post office box alone will not be accepted as a mailing address. For on-line service visit our web site at:
<http://www.tennessee.gov/safety/>.

Q: Can Personal Information From My Record be released?

The Federal Driver Privacy Protection Act (DPPA) prohibits the dissemination or disclosure of personal information from a motor vehicle record without the “express consent” of that driver. This means that the personal information contained in your driver license record is protected. Without your express consent, we will not release your personal information to people wanting a mailing list or individuals who ask for your record for an unspecified purpose. If you want us to release your information, visit the local Driver License Station to file your request or visit our website at
<http://www.tennessee.gov/safety/>

Q: For persons 18 years old and over OR if under 18 years old who have graduated high school or received their GED, must they participate in the Graduated Driver License (GDL) Program?

No. The GDL law does not apply to anyone age 18 or older who has graduated high school or received a GED.